

PCA Second Hand Uniform Consignment Information



St Michael's
Grammar School

Parent Community Association

The Parent Community Association (PCA) coordinates the sale of second-hand uniforms, assisted by a team of volunteers who kindly give up their time to provide the school community with this service. Profits earned by the PCA are used to fund school projects. We have two methods of selling used uniform items:

- 'Pop Up' sales held at the School throughout the school year and advertised on SchoL.
- A selection of stock for sale through an area in the Bob Stewart Uniform Shop in Chapel Street.

Second-hand uniform items can be dropped off throughout the school year to St Michael's main reception, Hewison House (Monday to Friday, 8.30am to 5pm). The PCA Second-hand Uniform Consignment Form is available from Reception and can be printed from SchoL. This must be completed and attached securely to the bundle of items being consigned.

Due to health regulations, we cannot sell hats, socks, shoes, bathers or schoolbags. However, these items are much-needed in overseas communities, so we are happy to accept them as donations. We also cannot sell Red Year 12 jumpers, Blazers with non-standard emblem pockets, or specialised sports items.

Please assist us to sell your clothes by presenting them in saleable condition as follows:

- In excellent condition, with no stains, marks, tears significant fading or damage.
- With all buttons, hooks, hems and seams intact, standard pockets on blazers, etc.
- Blazers, tunics and skirts must be dry cleaned with tag attached.
- All other items must be laundered and pressed.

PCA Volunteers reserve the right to dispose of any item considered unsaleable. If useable, these items will be donated to charity. Due to space constraints, some items not sold within one year may be donated to charity. Items will be discounted, donated or discarded without discussion with you. Due to the volume of items we receive, items cannot be returned to you once consigned to the PCA.

Pricing of garments is set by the PCA. Your items will usually be listed for sale at 60% of the price Bob Stewart charges for new items. However, if we have too much stock or if there are uniform items due to be discontinued, we may discount those items. We may also reduce the price if the item needs a small repair, or has a small flaw or mark.

When an item sells, 30% of the proceeds are retained by the PCA and 70% will be yours. Cheques will be issued quarterly for any sales made during the previous School Term. Please ensure your correct mailing address is listed on the consignment form, and contact us if you change address.

We are very appreciative if you wish to donate items for sale, as funds generated will be put to good use by the PCA for the School. Please leave these items at Reception marked 'PCA donation'.

Please note that it may take a year or more for your items to sell. Expensive items such as blazers (if in good condition) tend to sell fairly quickly, but other items can take many months. We do our best, but we can't control which items are selected by customers and which are not. Please be patient and do not expect sales immediately!

If you have any queries, please contact the PCA Second-Hand Uniform Shop Coordinator, Jenni Stirling, at secondhanduniforms@stmichaels.vic.edu.au or on 0409 098 811.

PCA Second Hand Uniform Consignment Form



St Michael's
Grammar School

Parent Community Association

Parent Details	Date: / /
Name	
Address	
Phone	
Email	

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- With all buttons, hooks, hems and seams intact, standard pockets on blazers, etc.
- Blazers, tunics and skirts must be dry cleaned with tag attached, all other items must be laundered and pressed.

PCA Volunteers reserve the right to dispose of any item considered unsaleable. If useable, these items will be donated to charity. Due to space constraints, some items not sold within one year may be donated to charity. Pricing of garments for sale is set by the PCA. Items will be discounted, donated or discarded without discussion with you. All care taken, but no responsibility accepted for lost or stolen items. Due to the volume of items we receive, items cannot be returned to you once consigned to the PCA.

When an item sells, 30% of the proceeds are retained by the PCA and 70% is yours. Cheques will be issued quarterly for sales made during the previous school Term. Please ensure your correct mailing address is listed above, and contact us if you change address. Any queries, please email secondhanduniforms@stmichaels.vic.edu.au.

UNIFORM Item	Quantity	Size/s	SPORT Item	Quantity	Size/s
Girls School Blazer			Soft Shell Jacket		
Girls Formal Blouse			School Polo Top		
Formal Tunic			Snr House Polo Top		
Formal Skirt			Rugby Jersey		
Formal Slacks			Junior Track Top		
Summer Dress			Sport Shorts		
			Track Pants		
Boys School Blazer					
Formal Trousers			Sports Singlet		
Shorts			Athletics Shorts		
Boys Formal Shirt			Tennis Shorts		
Boys Summer Shirt			Football Shorts		
			Football Jumper		
Jumper			Bike Shorts		
Knit Vest			Sports Skirt		
Tie					
Anorak					
Scarf					
TOTAL NO. OF ITEMS			TOTAL NO. OF ITEMS		